



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

April 30, 2019

Closing Date: May 6, 2019

(Position will close from date of listing or until filled.

Application review will begin on May 7, 2019).

Title: EDUCATION INVESTIGATOR

Position Number: 2208-2923

Grade: GS08

Equity Assistance

DUTIES:

This position will assist in resolving disputes between schools and parents and investigate complaints alleging violations of state and federal laws governing an equitable education. Provide technical assistance to school districts, parents, and stakeholders in areas of equity. Conduct monitoring of Garland County school districts in accordance with court order. Conduct investigations concerning discrimination and bullying and process complaints of alleged violations of Section 504 of the Rehabilitation Act and school district discipline policies. Provide technical assistance to school districts in the areas of discipline, minority teacher recruitment, and equity compliance.

SPECIAL APPLICATION INFORMATION:

Only a completed application with work history is accepted. The work history section of the application must be complete. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, educational administration, education, or related field; plus three years of experience in the area of conducting investigations, fact finding, mediation, or law enforcement methodologies.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Arkansas driver's license. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job-related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.